

Specification of Competency Standards of the Retail Industry

**Unit of Competency**

**Functional Area: Human Resource Management & Development**

Title	Comply with anti-bribery law and adopt a high standard of integrity in performing retail functions
Code	106886L1
Range	This unit of competency (UoC) is applicable to all levels of staff working in any functional areas of the retail industry. It involves an understanding of the importance of compliance with the law, key provisions of the anti-bribery law in Hong Kong as well as ethical and integrity requirements; an awareness of the related challenges that may arise in the work environment in the industry, and knowledge of how to deal with them; and development of a high standard of integrity, and an ethical as well as law-compliant culture.
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge of the anti-bribery law in Hong Kong, ethical and integrity requirements, and the related challenges <ul style="list-style-type: none"> <li>• Understand the importance of compliance with the law and business ethics to the proper functioning and well-being of individuals, businesses, and society</li> <li>• Understand the key provisions of the Prevention of Bribery Ordinance</li> <li>• Understand the values, requirements and expectations of business ethics, including fairness, justice, impartiality, integrity, fiduciary duty, confidentiality, etc.</li> <li>• Understand the importance of complying with the company's code of conduct and house rules</li> </ul> </li> <li>2. Comply with legal and integrity requirements when performing duty <ul style="list-style-type: none"> <li>• Develop a law-compliant and ethical culture, and a high standard of personal integrity</li> <li>• Ensure that one's performance of duty and personal behaviour complies with the Prevention of Bribery Ordinance and related laws</li> <li>• Ensure that one's performance of duty and personal behaviour complies with business ethics principles, integrity requirements, and the company's code of conduct and house rules</li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Possess and exhibit a high standard of personal integrity as well as law-compliant and ethical culture in performing one's duties; and</li> <li>• Be aware of the corruption/integrity challenges that may arise in the work environment of the retail industry, and be able to deal with them properly</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• having developed a law-abiding awareness, gained a practical understanding of the anti-bribery law and common corruption challenges at work, and being capable to deal with them properly; and</li> <li>• having gained a good understanding of the expected standard of integrity and common ethical challenges at work, and being capable to deal with them properly.</li> </ul>
Remark	